

**URBAN WEATHERIZATION INITIATIVE BOARD  
MEETING MINUTES  
May 20, 2011**

**Meeting was called to order at 10:15am by Deputy Director Carmen Colvin**

- Attendees:**                               **Voting Board Members:** Deborah Harrington, Percy Harris, Melissa Williams  
  **Ex-Officio Board Members:** Donna Hampton-Smith representing Representative Ken Dunkin  
  **DCEO Staff:** Charlene Raickett
- Apologies:**                               Representative Dave Winters, Senator Donne Trotter, Kurt Summers
- Public Attendees:**                     Angelyn Vanderbuilt, Mike Neal-MTN & Associates
- Review/Approval of Minutes:** A motion was called to approve meeting minutes of March 18, 2011 and April 22, 2011. Motion approved and carried.
- Legislative Communications:**
- Legislative Meetings-**Deputy Director Colvin provided the Board with an overview of individual meetings held with Representatives: Colvin, Davis, Dunkin, Golar, Gordon, Jackson, Jefferson, Mayfield, and Winters along with Senator: Trotter  
The purpose of the meeting was to discuss concerns over the lack of communication regarding the Urban Weatherization Initiative (UWI). Deputy Director Colvin expressed to the Board that the Office of Urban Assistance will begin to provide quarterly reports to the Illinois Legislative Black Caucus (ILBC), Representative Dave Winters-ex-officio UWI board member as well as make the report available via ILDCEO's-UWI website. In addition, it was suggested to the Board that UWI hold bi-annual meetings with ILBC members during veto session in the months of October or November as well as April.
- UWI Board Amendment-**Deputy Director Colvin provided the board with an overview of SB1609 which seeks to amend the Urban Weatherization Initiative Act. The bill would add 8 non-voting ex-officio members to the Urban Weatherization Initiative Board, with each legislative leader appointing 2 additional members from his or her caucus. It has been suggested that 1 person be appointed by each legislative leader. Additionally, it was noted that a full compliment of the UWI Board is 5 individuals. Further information on the progress of SB1609 will be provided at the next UWI Board meeting.
- Home Energy Auditor RFA:**
- HEA Grant Agreements-**5 of 6 awardees have returned their executed grant agreements. The target date of May 20, 2011 was set to receive executed agreements for further processing. A meeting will be held collectively with grantees prior to receipt of their 1st disbursement to review contract compliance and strategic implementation.
- Strategic Plan for Implementation-**Deputy Director Colvin outlined the areas in which she will develop a basic strategic plan to be used by UWI and grantees. Those areas include, but are not limited to: 1-Alignment & Deployment; 2-Operational Definition; 3-Management Style; 4-Metrics; 5-DECO Action; 6-Quality Assurance; 7-Partnerships; 8-Best Practices. These steps will be utilized for 1 year and based on the outcome will be used to develop and implement UWI's five year strategic plan. Furthermore, a meeting will be scheduled with grantees to review program and fiscal compliance prior to first quarter reporting.

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**Weatherization Specialist RFQ:**

**Process**-The RFQ has been distributed; 48 submissions were received and reviewed; an RFA invitation was sent to 13 organizations; 11 of the 13 organizations are African-American with over sixty partners, of which 70% of the partners are African-American. Regional impact as a result of the RFA is: Chicago (Metro), East St. Louis, Kankakee and Peoria. A synopsis of the process will be prepared and released to ILBC members.

**Working Groups**-The UWI Board requested that further discussions around working groups be tabled until the June 17th meeting.

**General Discussion:**

**July Meeting Cancellation**-A motion was called to cancel July's UWI Board Meeting. Motion approved and carried.

**Board Recommendations Process**-Deputy Director Colvin will work with Legislative Officials from the Peoria, Kankakee and Rockford areas to identify individuals to be appointed to the UWI Board.

**JCAR**-No action has been taken as of yet. Deputy Director Colvin explained that the process is long and arduous. She will provide an update at the August meeting.

**Area Median Income (AMI)-Increase from 60% to 80%**-Deputy Director Colvin will work with Nick Reitz-DCEO's Legislative Affairs Liaison to draft language for introduction and passage in Veto Session.

**Executive Session:**

A motion was called to convene an executive session. Motion approved and carried.

**Next Board Meeting:**

Friday, June 17, 2011  
11:00am-12:30pm  
Illinois Department of Commerce & Economic Opportunity  
500 East Monroe Street (R-1)  
Springfield, IL. 62701

**Adjournment:**

Meeting adjourned at 11:45am by Deputy Director Carmen Colvin

*Respectfully Submitted by  
Charlene Raickett  
Illinois Department of Commerce and Economic Opportunity*